

Updating Vendor Information in the Supplier Portal via Change Order

PURPOSE OF JOB AID

This job aid will guide Supplier end users through creating a Change Request in the Supplier Portal

1. Login to **Oracle Cloud**
2. Navigate to the **Home Page**
3. Select **Supplier Portal**
4. Select **Manage Profile** on the left side of the page at the bottom.
5. Click the **Edit** button in the top right next to Done
 - **Important Note:** When clicking **Edit** you will receive a **warning** that a Change Request will be initiated. The Change Request will be active even if an Edit is not done.
6. Click **Yes** on Warning
7. Make Edits to Supplier Information
8. Note your changes in **Change Description** box.
 - **Helpful Hint:** Information in Change Description box assists Procurement when reviewing Change Requests for approval.
9. When Edits are complete click **Review Changes**.
 - **DO NOT CLICK SAVE AND CLOSE!**
 - If there aren't any edits done make sure to click Deleted Change Request.
 - Clicking Cancel will also keep the Change Request in draft mode.
 - If this is not done the Change Request will remain in limbo and future edits cannot be made until the Change Request is deleted.
10. Click **Submit**
11. Return to **Manage Profile**
12. The Request Status should be **Pending Approval**
 - If Request Status says **Draft**, this means the Change Request is in Draft mode and not submitted for approval.

The screenshots illustrate the following steps:

1. Home page navigation.
2. Home icon in the top navigation bar.
3. Supplier Portal icon in the left sidebar.
4. Manage Profile button in the left sidebar.
5. Edit button in the top right corner.
6. Warning dialog box with Yes/No options.
7. Change Description text area.
8. Review Changes button (Save and Close is crossed out).
9. Review Changes dialog box with Edit, Submit, and Cancel buttons.
10. Submit button.
11. Pending Approval status indicator.
12. Draft status indicator.